

SUMMARY OF THE REGULATORY COORDINATION COMMITTEE MEETING OCTOBER 2, 2002

The Regulatory Coordination Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 2, 2002, at 11 a.m. Eastern Daylight Time (EDT). Chairperson, Mr. Kevin Coats of the U.S. Army Corps of Engineers - HTRW CX led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss questions concerning multi-committee memberships, to address participant comments on glossary items for NELAC Chapters 1, 3, and 5 and especially the definition of the term field measurement, to finalize the Accrediting Authority Survey and plan for its distribution by the Institute for National Environmental Laboratory Accreditation (INELA), and to finalize the strategy and implementation of the Regulatory Survey.*

INTRODUCTION

Mr. Coats clarified the schedule for the Regulatory Coordination Committee teleconferences by stating they would take place biweekly and for a period of 1 hour. He mentioned that although there are three calls scheduled between now and the Sante Fe meeting, at the present time contractor support would only be available for two of them. Mr. Coats called the meeting to order and referenced the agenda and attachments he had distributed to the participants electronically.

TOPICS OF DISCUSSION

Committee Membership Update

Mr. Coats stated that he is awaiting responses from Dr. Paul Kimsey or Ms. Jeanne Hankins as to whether or not committee members can serve on two committees simultaneously. Another contact for a judgment would be Ms. Sherry Clay of the Membership and Outreach Committee.

Approval of Minutes from Previous Teleconference

Mr. Coats directed the participants to the minutes from the previous session. He noted a comment that he had concerning the date assigned to one of the action items. Mr. Coats asked for comments from the other participants. None were offered. Mr. Coats stated that the minutes had been forwarded to the U.S. Environmental Protection Agency (EPA) for posting on the NELAC website.

GENERAL ADMINISTRATIVE ITEMS

NELAC Chapter 1 Glossary

Mr. Gary Bennett of the Program Policy and Structure Committee had sent out changes to the Chapter 1 Glossary for comments. A comment from one participant concerned rephrasing the definition of the term "field measurement." He will write out the suggested changes and send a

copy to Mr. Coats. Mr. Coats asked the other participants to send any additional comments to him and he would forward them to the committee.

New Contractor Support

Mr. Coats remarked that a new contractor, RTI, would be providing contract support to NELAC.

Joint Board/Committee Chair Teleconference

A teleconference between the NELAC Board of Directors (BoD) and the committee chairs is scheduled for Wednesday, October 9, 2002. The purpose of the teleconference is to summarize changes to the standards (or any other issues of importance) for discussion at the Eighth NELAC Interim Meeting (NELAC 8i) in Sante Fe, NM. During the teleconference, Mr. Coats will raise the question addressing multi-committee membership. One participant suggested that the committee offer wording on the membership issue for inclusion and clarification in the NELAC Bylaws.

NELAC Accrediting Authority Survey

Mr. Coats noted that a comment from a participant concerning industry objections and impediments to becoming accrediting authorities was not included in the Accrediting Authority Survey. Mr. Eddie Clemons will formulate the suggested changes and submit them to Mr. Coats and the committee for review.

Rephrasing for query "e" under Section 2 regarding reciprocity issues of the survey was also discussed. After moderate discussion of the implications of the phrase "reciprocity agreement," the committee agreed to remove "non-NELAC" from the statement and add the word "recognition" in addition to "reciprocity agreement."

Mr. Coats noted that Ms. Ilona Taunton is finalizing the distribution list and that Mr. Jerry Parr is willing to distribute the survey. Mr. Coats will discuss the tracking procedures for the survey distribution with Mr. Parr and he will ask him for input on how long to give people to respond. A participant also suggested following up distribution with reminders to those who did not respond within a certain time frame. It was observed that there are no expectations for having results prior to the meeting in Sante Fe. Questions were raised concerning distributing hard copies of the survey at the meeting and distributions to those who do not have email address information. The goal would be at least one response from each state. Mr. Coats will check with Ms. Taunton to see if she has any expected time frame based on similar work she has performed. Mr. Coats requested input on sending the survey to contacts other than the states. It was suggested that other departments within each state and other agencies be included. The suggestion met with general approval from the committee, including changing the wording to reflect their inclusion. Mr. Coats stated he would look at the wording. A participant also noted that the list of NELAC representatives and alternates (agenda attachment) did not include many agencies that are routinely present at the NELAC meetings — Department of Defense (DOD), for example.

There was moderate discussion of traditional timetables and deadlines for NELAC standard-setting and of how the standard-setting process will be handled in future. It was suggested that Mr. Coats raise this issue as a point of discussion at the next Accrediting Authority teleconference.

Regulatory Survey

Mr. Coats directed the participants to the agenda attachment titled "Semiannual Regulatory Agenda." The document, prepared by Mr. Parr and based on the EPA's April 2002 agenda, summarized regulatory activities that may be of interest to the environmental monitoring community. Mr. Coats noted that during his review, he saw much information that could be forwarded to the NELAC committees and that the document could be an appropriate starting point for determining the Regulatory Coordination committee's needs. Mr. Coats also noted that Mr. Parr is willing to provide the document to the committee at no charge. The consensus from the participants was that they will use Mr. Parr's listing to develop a shorter list to be forwarded to the NELAC committees for consideration. It was suggested that the participants continue to review Mr. Parr's list for further consideration of applicability to NELAC and how best to handle forwarding the information to NELAC. Mr. Coats will email the committee in regard to the latter issue.

CONCLUSION

The teleconference was adjourned at noon.

**ACTION ITEMS
REGULATORY COORDINATION COMMITTEE MEETING
OCTOBER 2, 2002**

Item No.	Action	Date to be Completed
1.	Mr. Bottrell will formulate suggested rephrasing for the definition of field measurement for the Chapter 1 glossary.	10/16/02
2.	Mr. Clemons will provide wording for the industry concerns to be added to both section 1 and 2 of the Accrediting Authority Survey.	10/16/02
3.	Mr. Coats will distribute proposed reciprocity/recognition wording for Accrediting Authority Survey Section 2, Item e, to Regulatory Coordination Committee for review.	10/16/02
4.	Mr. Coats will raise the multi-committee membership question and an update on the Accrediting Authority Survey during the joint Board of Directors and Committee Chairs teleconference scheduled for Thursday, October 10, 2002.	10/10/02
5.	Mr. Coats will discuss tracking the distribution of the Accrediting Authority Survey with Mr. Parr.	10/16/02
6.	Mr. Coats will check with Ms. Taunton to see if she has any expected time frame for the distribution list for the Accrediting Authority Survey.	10/16/02
7.	Mr. Coats will review the wording for distribution of the survey in order to give consideration for including other agencies and departments.	10/16/02
8.	The Regulatory Coordination Committee will continue to distill the regulatory agenda summary prepared by Mr. Parr, with comments to Mr. Coats.	Ongoing
9.	Mr. Coats will include the issue of how the NELAC standard-setting process will be handled in the future as a discussion point for the next Accrediting Authority teleconference.	TBD

Attachment B

PARTICIPANTS REGULATORY COORDINATION COMMITTEE MEETING OCTOBER 2, 2002

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